

Idaho National Laboratory Voluntary Protection Program Roles and Responsibilities

Employees' Roles

- Be a model of safe work behavior. Perform your work safely. Think and follow established procedures and work control documents.
- Be aware of all hazards in workplace and/or job tasks. Clearly understand that if, at any time, you deem an activity to be unsafe due to conditions or behavior, you have the obligation to stop work until the situation is resolved.
- Understand how hazards in your workplace are controlled.
- Be sure that you are fully trained and/or qualified to perform a task. If training or qualifications have expired, do not perform the work.
- Report safety issues/injuries/near hits. When safety concerns are minor and can be resolved quickly, then do so, and continue with your work (Personally correct situations whenever possible).
- Participate in the following, either as a volunteer or by assignment: EST, incident investigations, inspections, safety reviews, hazard analysis, DO ITs, behavioral observations, preparing and reviewing procedures/work packages/JSAs, etc.
- Be able to explain in general terms: Safety Policy, Vision, Safety Value statement, and unit Safety goals and objectives.
- Report to the next level of management any situations of retaliation by immediate supervision for exercising your safety rights.
- Participate in 12 safety meetings per year as an attendee or presenter.
- Participate in the unit/Laboratory Safety Awareness activities.
- Establish annual Personal Safety Action plans.

Line Management's Roles

- Safety is a line management responsibility. Encourage and provide opportunities for employees to participate in pre/post job briefings, job walk-downs, inspections, investigations, hazard assessments, safety reviews, DO ITs, behavioral observations, and procedure writing and reviewing.
- Ensure that safety and health issues brought to their attention are resolved in a timely manner.
- Routinely walk through your areas of responsibility, soliciting input from employees on safety and health issues (visibility on the floor).
- Communicate (discuss in staff meetings, bulletin board postings, etc.) with employees regarding the status of safety items, i.e., results of inspections, results of incident investigations, trending data, resolution to safety concerns, upcoming events, safety goals and action plans, minutes from EST meetings, etc.
- Allocate the necessary resources to ensure the appropriate integration of safety into work tasks.
- Participate in the development and communication of unit safety and health goals and action plans.
- Ensure that your employees are represented on the unit level EST. Frequently attend the team meetings.

- Ensure that employees are aware of all the physical and chemical hazards in their workplace and how they are controlled to prevent injury.
- Provide the necessary safety and health training and ensure it is documented in TRAIN.
- Ensure incident investigations are conducted timely and the necessary reporting is performed per LWP-14001.
- Provide and personally attend 12 safety meetings per year.
- Begin meetings with Safety Shares.
- Ensure employees understand and can explain the following: Stop Work Authority, Discipline Policy, Safety Policy, Annual Safety Goals & Objectives, Vision, and Value Statement.
- Hold employees accountable (accountability is a process not event) for their safety contributions. Provide rewarding and constructive feedback as needed throughout the year.

VPP Program coordinator

- Direct the VPP process Laboratory-wide
 - Provide technical direction to the L/M Team and unit VPP management champions
 - Strategize and provide direction to LEST co-chairperson
 - Strategize and provide direction to the EST chairpersons.
- Create, publish, and distribute the VPP infrastructure and Path Forward to aid in consistent process execution and communication.
- Coordinate and lead the development and submittal of the Annual DOE VPP Report.
- Coordinate internal and external VPP evaluations.
- Design, implement, and coordinate with the unit EST – VPP events such as conferences, Safety

Recognition week, Union Summits, etc.

- Design and coordinate employee VPP awareness training/education.
- Design and deliver VPP-related training for line management.
- Direct and facilitate the application of behavioral based safety.
- Provide input regarding the interface of subcontractors with the VPP process.
- Manage the utilization of the annual safety recognition funds.
- Interface with DOE-ID and DOE HQ VPP counterparts.
- Interface and partner with the Unions for worker involvement in VPP.
- Coordinate mentoring visits.
- Interface with management as it relates to the sustainability and maintenance of VPP.

Safety Professionals

- Serve as advisors on EST.
- Seek the input of employees when analyzing hazards in the workplace.
- Be a technical resource (requirements and regulations) to employees and line management. Interface as a “coach” or “lifeguard” versus policeman. Compliment hazard identification with workable solutions.
- Interact with the unit EST Chairperson on a regular basis.
- Invite employees to participate in inspections/walkthroughs.
- Be a promoter of VPP principles and criteria.

Senior VPP Management Champions

- Be a positive promoter of VPP and ensure maintenance of the program.
- Attend the LEST Meeting.
- Chair the VPP unit management champions meetings. Lead and mentor the Champions.
- Attend safety training for management.

Unit Employee Safety Teams chairperson

- Serve as the point of interface between the unit and the VPP Program Coordinator.
- Chair the unit EST meeting. Prepare and follow an agenda.
- Facilitate VPP related assessments in the unit.
- Maintain the unit document file.
- Contribute to the Annual DOE VPP Report & Statistics.
- Be a positive promoter of employee involvement in the safety process.
- Coordinate VPP events/activities/efforts at the unit/ Laboratory level.
- Review the VPP unit charter annually.
- Ensure that the subteams are staffed and functioning as appropriate.
- Facilitate the development of annual unit safety goals and action plans.
- Ensure that the unit management champion is aware of the team meeting schedule, receives team minutes, and is apprised of team actions.
- Attend safety training, including training for EST members.
- Attend the monthly LEST meeting and participate in special assignments.

Unit VPP Management Champions

- Establish accountability for safety within line management.
- Be a positive promoter of VPP.
- Meet with the unit EST chairperson regularly. Keep current on activities and resolve issues.
- Attend the unit EST meetings frequently and provide appropriate resources.
- In conjunction with the EST, contribute to the unit safety goals and objectives.
- Remove barriers identified by the EST.
- Attend VPP unit management champion meetings.
- Ensure the EST has appropriate resources (labor and nonlabor dollars).
- Coordinate/support VPP assessments in your Area.
- Conduct routine walk-throughs of area.
- Attend appropriate Safety & Health training.

LEST Co-Chairperson

- Interface regularly with the VPP Program Coordinator.
- Assist in preparing the LEST agenda and conduct monthly LEST meetings. Monitor and follow-up on any action items.
- Coordinate adhoc teams, e.g., recognition, sponsored by the LEST team.
- Participate in periodic “working meetings” sponsored by the program coordinator.
- Participate in the annual VPP program evaluation.
- Assist in the coordination of Laboratory level safety awareness events and community outreach activities.

- Ensure that the Laboratory-level goals and objectives are developed and communicated each year.
- Participate in Regional and National VPPPA conferences as appropriate.
- Assist with development of the annual DOE VPP Report and Statistics.
- Ensure that the LEST charter is reviewed and updated as appropriate each year.